



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

ELEVATOR MECHANIC'S HELPER

Exam No. 0158

WHEN TO APPLY: From: March 3, 2010
To: March 23, 2010

APPLICATION FEE: \$60.00
Payable by mail by money order to DCAS EXAMS, or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 19, 2010.**

WHAT THE JOB INVOLVES: Elevator Mechanic's Helpers, under direct supervision, assist in the maintenance and repair of electrically and/or hydraulically powered passenger and/or freight elevators. They assist elevator mechanics in making mechanical and electrical repairs and adjustments to the elements and components of passenger and freight elevators, which include cables, sheaves, glands, motors, generators, starters, relays and controls, brakes, solenoids, and safeties. They make routine inspections of elevator equipment in a preventive maintenance program; use the tools and instruments essential to elevator maintenance and repair work; clean work areas; hand tools and equipment to elevator mechanics who are making repairs; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Elevator Mechanic's Helpers and environmental conditions experienced are: Climbing ladders and elevator shafts; moving heavy elevator parts; carrying heavy tool boxes; crawling and working in narrow spaces; and working in the vicinity of live electrical circuits and moving elevators.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$25.76 per hour. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

- (1) **Online at the DCAS website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- (2) **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

You may be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. Three years of full-time satisfactory experience acquired within the last ten years in the maintenance, repair and/or installation of passenger or freight elevators; or
2. At least two years of experience as described in "1" above plus at least 600 hours of training in the maintenance, repair and/or installation of passenger or freight elevators acquired in a trade school, technical school, or vocational high school, approved by a state's Department of Education or comparable agency, to make up the equivalent of the remaining required experience; or
3. Satisfactory completion of an approved career ladder training program for Elevator Mechanic's Helpers sponsored by the New York City Housing Authority.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: You must possess a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, a license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

Residency Requirement: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out Sections **A.1, A.3, B, and C**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on the operation, maintenance, and repair of elevator safeties; elevator control devices and motor generator equipment; reading of electrical drawings; electrical instruments and equipment used in testing; basic arithmetic calculations; elevator components and tools; safe operating procedures; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be returned.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 90711; Skilled Craftsman and Operative Service.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas